**IT PROJECT TASK LIST TEMPLATE**

|  |  |  |  |
| --- | --- | --- | --- |
| PROJECT NAME | **PROJECT NAME** | PROJECT MANAGER | **Name** |
| PROJECT DELIVERABLE | **Project deliverable description …** |
| SCOPE STATEMENT | **Scope statement …** |
| START DATE | **MM/DD/YY** | END DATE | **MM/DD/YY** | OVERALL PROGRESS | 0% |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| TASK NAME | STATUS | ASSIGNED TO | START DATE | END DATE | DURATION in days | COMMENTS |
|  | In Progress |  | 01/02 | 01/08 | 6 |  |
|  | Complete |  | 01/04 | 01/11 | 7 |  |
|  | On Hold |  | 01/07 | 01/11 | 4 |  |
|  | In Progress |  | 01/10 | 01/15 | 5 |  |
|  | In Progress |  | 01/13 | 01/20 | 7 |  |
|  | Not Started |   | 01/16 | 01/29 | 13 |  |
|  | In Progress |   | 01/19 | 02/01 | 13 |  |
|  | In Progress |   | 01/22 | 02/09 | 18 |  |
|  | In Progress |   | 01/25 | 02/05 | 11 |  |
|  | In Progress |   | 01/28 | 02/06 | 9 |  |
|  | In Progress |   | 01/31 | 02/02 | 2 |  |

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